

MORGAN COUNTY COMMISSION

Procedure for a REQUEST FOR FUNDS APPLICATION

All organizations and individuals who wish to request funding awards from the Morgan County Commission are required to complete a "Request For Funds Application" form and supply the following supporting documentation:

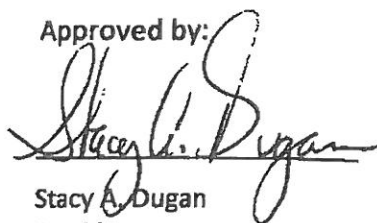
- A recent estimate or quote for equipment , services , or work to be performed
- Copy of 501 c(3) non-profit status (if applicable), form 990.
- Prior year Income Statement
- Current year Income Statement (year-to-date)
- Prior year Balance Sheet
- Current year Balance Sheet (year-to-date)
- Current year budget

Since many organizations do not have the ability to expend monies up-front and then be reimbursed by the Commission, the Commission will provide awardees with up-front funding. However, all awardees will be required to provide receipts, proof of payment of invoices and pictures (if appropriate) after the funds have been expended. Failure to provide this information within 60 days of completion of the work or purchase will require repayment of awarded funds and disqualify the organization for any future funding consideration.

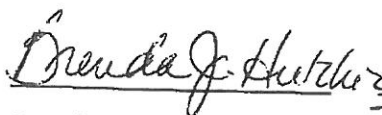
Applicants will be required to submit their application at least two weeks before a commission meeting and appear before the County Commission to present their case for need.

The intent of this procedure is to ensure responsible fiscal administration of county funds.

Approved by:



Stacy A. Dugan
President
Morgan County Commission

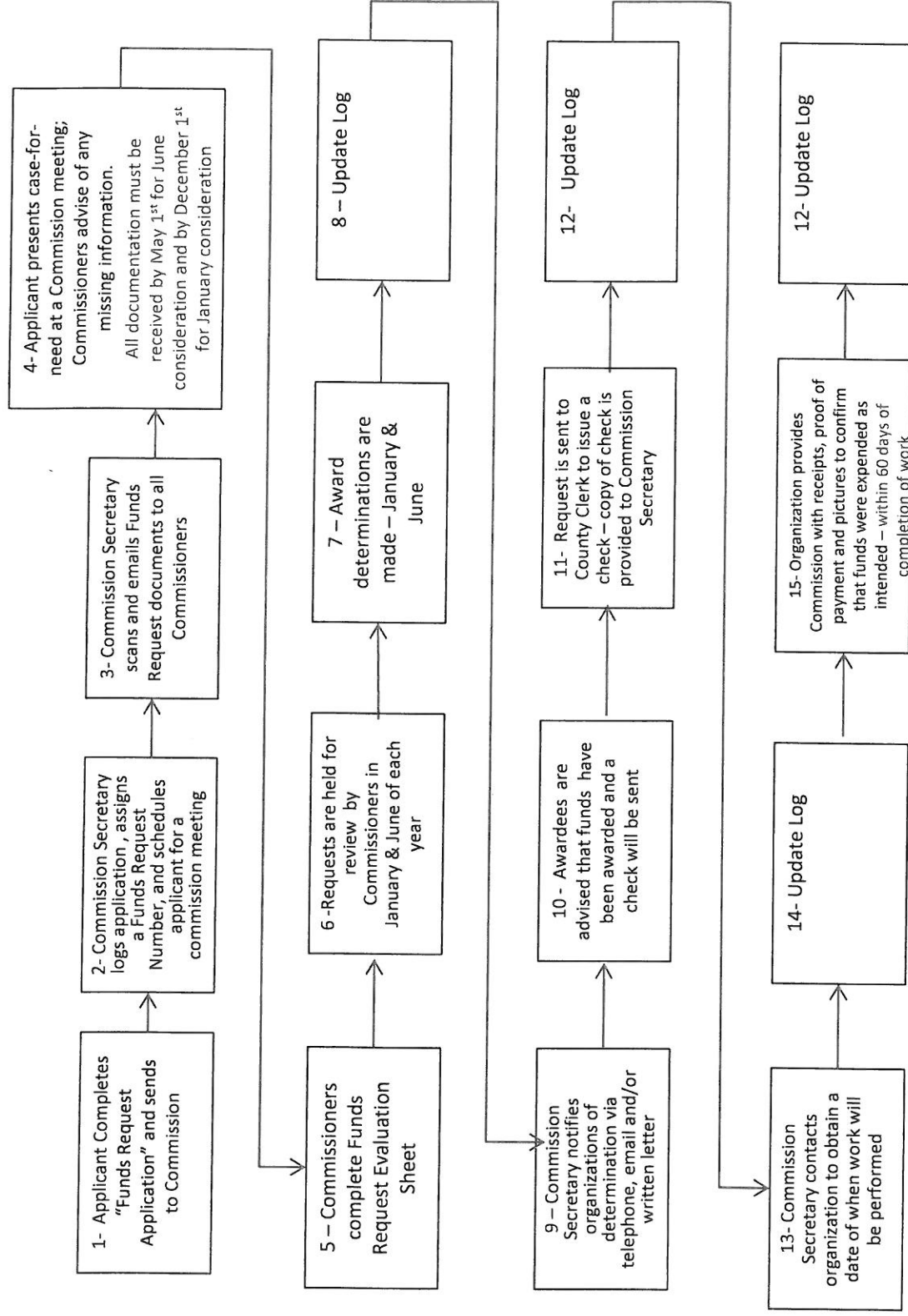


Brenda J. Hutchinson
Commissioner
Morgan County Commission



Bradley J. Close
Commissioner
Morgan County Commission

Morgan County Commission Request for Funds Process



MORGAN COUNTY COMMISSION
77 Fairfax Street, Room 101 Berkeley Springs, WV 25411 * 304.258.8540

REQUEST FOR FUNDS APPLICATION

Request #: _____
(to be completed by Commission)

Organization Name & Mailing Address	Amount Requested	Date of Request
Requestor Name	Requestor Telephone # and e-mail address:	Check should be made payable to:
Describe in detail what funds will be used for and include a cost breakdown: (use back of form if necessary)		
List other sources of funding that have been pursued		
Name of organization or grant	Date of activity	Result of efforts/Status

Required Attachments:

- ☐ A recent estimate or quote for equipment, services or work to be performed
- ☐ Copy of 501 c(3) non-profit status certification, form 990
- ☐ Prior year income statement
- ☐ Current year income statement (year-to-date)
- ☐ Prior year balance sheet
- ☐ Current year balance sheet (year-to-date)
- ☐ Current year budget

For Commission Use Only:

Amount Approved	Date Approved	Name/Account # of Fund	Date To Be Allocated

Approved by:	Approved by:	Approved by:
Bradley J. Close President Morgan County Commission	Stacy A. Dugan Commissioner Morgan County Commission	Bob Ford Commissioner Morgan County Commission